



This quick reference summarizes the following tasks within Banner Self-Service:

- Log into Banner Self Service
- View a Student's Unofficial Transcript

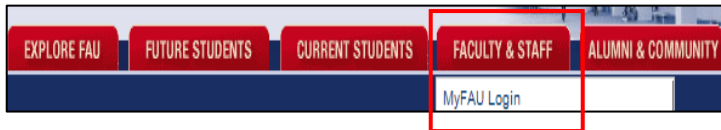
**Note:** Transcript access works **only** under Internet Explorer.

### General Instructions:

- In **Banner Self-Service**, once a user logs into the system and selects a **Term, CRN (Class) and Student**, those selections are automatically utilized for other tasks until changed in the **Faculty Services** tab of the **Main Menu** or until the user logs out of the system.
- To select a **Term** and **CRN** for faculty functions, utilize the **Term Selection** [Term Selection](#) and **CRN Selection** [CRN Selection](#) links in the **Faculty Services** tab of the **Main Menu**.

### Task: Log into Banner Self Service

**Step 1.** To log into **Banner Self Service**, go to [www.fau.edu](http://www.fau.edu) and click on the **Faculty & Staff** tab.



**Step 2.** Click **MyFAU Login**.

**Step 3.** Enter your user name and password. Click the **Login** button.

**Secure Access Login**

User Name:

Password:

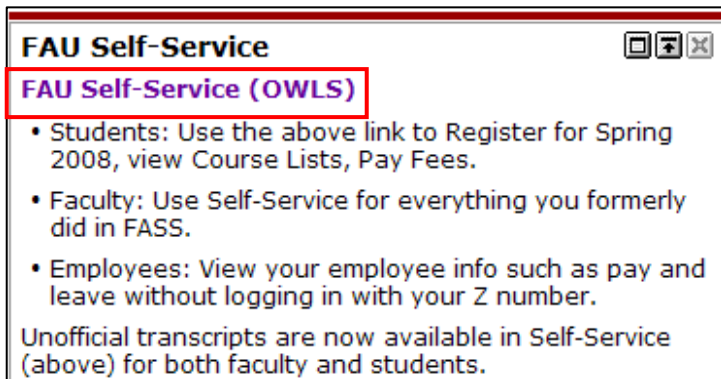
**Alumni and Former Students:** Accounts are generally removed a year after your last enrollment. If you cannot log into MyFAU and you need to order an official transcript or look at your records, please use [Oasis](#). If you do not know your Oasis PIN you will need to contact the Registrar's Office (561-297-3050). Only they can reset your PIN. Please do not call the help desk to reset your Oasis PIN.

[Lookup Username/FAUNet ID](#)

[Forgot/ don't know your password?](#)

[Having problems logging in?](#)

**Step 3.** Click on the **FAU Self-Service (OWLS)** link.



The **Main Menu** is displayed.

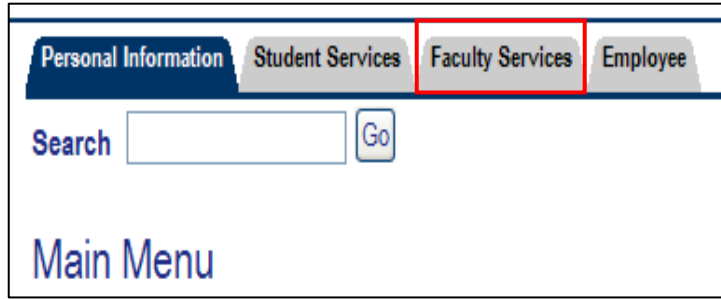
### Additional Information:

The **Faculty Services** tab is the location of all Faculty related functions.



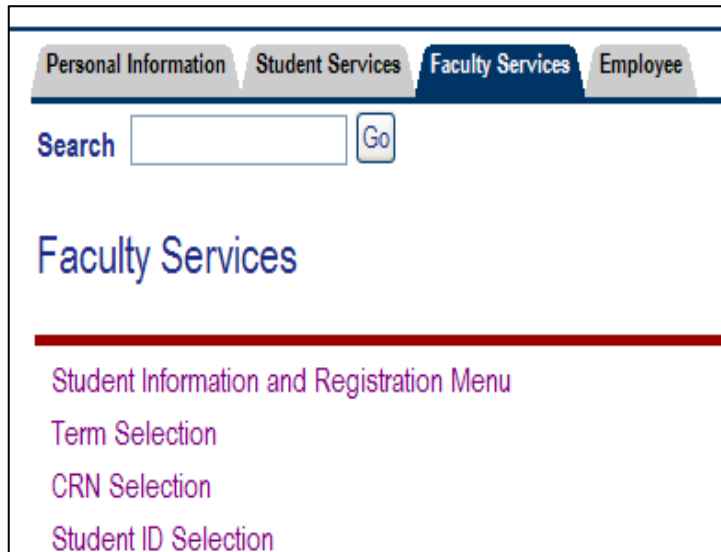


**Step 4.** Click on the **Faculty Services** tab or the **Faculty Services** link.



**Faculty Services:** Check Teaching Schedule, Class Roster, Advising ...

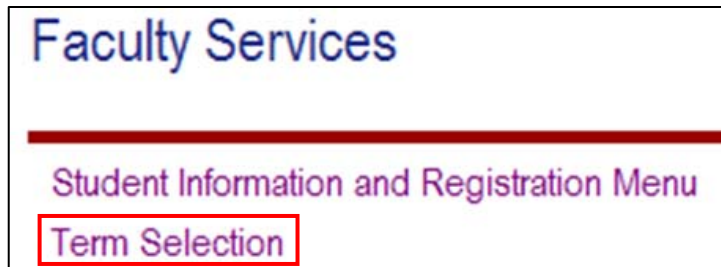
**Step 5.** The **Faculty Services** menu is displayed.



## **Task: View/Print a Student's Transcript**

To view a student's transcript, click **Faculty Services** tab from the **Main Menu**.

**Step 1.** Click **Term Selection**.





**Step 2.** Select **Term** in which the student is in class then click the **Submit** button. The default is the current term

The screenshot shows a navigation bar with four tabs: 'Personal Information', 'Student Services', 'Faculty Services' (which is active), and 'Employee'. Below the tabs is a search bar with a 'Go' button. Underneath, the heading 'Select Term' is displayed. A dropdown menu labeled 'Select a Term:' is set to 'Spring 2008'. At the bottom, a 'Submit' button is highlighted with a red box.

**Step 3.** Click the **Student Information and Registration Menu** link on the **Faculty Services** menu. The Student Information menu is displayed.

The screenshot shows the 'Faculty Services' heading. Below it, a list of links is displayed. The link 'Student Information and Registration Menu' is highlighted with a red box. Other visible links include 'Term Selection', 'CRN Selection', and 'Student ID Selection'.

**Step 4.** Click the **View a Students Academic Transcript** link on the **Student Information** menu.

The screenshot shows the 'Student Information' heading. Below it, a list of links is displayed. The link 'View a Students Academic Transcript' is highlighted with a red box. Other visible links include 'Term Selection', 'ID Selection', 'Student Information', 'Student Address and Phones', 'Student E-mail Address', 'Student Schedule', 'Registration Overrides', 'Add or Drop Classes (Student PIN Required)', 'Look Up Classes and Register (Student PIN Required)', 'Pass/Fail, Audit, Variable Credit Changes', and 'Degree Evaluation'.





**Step 5.** Enter the student's **ID (Z number)** or enter the last name, first name of the student then click the **Submit** button.

**Step 6.** Verify the student is correct by clicking the **Submit** button.

The unofficial **Student Academic Transcript** is displayed. Use the scroll bar to view the entire transcript.

**Step 7** To view another student's transcript

- Click the **Return to Menu** link on the upper right side of the web page.
- Click the **ID Selection** link; then enter the student's Znumber and click the **Submit** button.
- Click the **View Student's Academic Transcript** link





### Print a Student's Transcript

Transcripts do not print correctly by just selecting Print in Internet Explorer (IE). When you do so, the page is truncated on the right and the credits and grades are not printed. This issue has been reported to the IRM Banner group. The work-around depends on whether IE7 or IE6 is being used. The solutions for both are shown below.

#### IE7

In IE7, instead of clicking Print, choose **File > Print Preview**. In the preview window you will see the truncated version of the transcript. At the top of the Print Preview window you will see the following controls.



Click on **As laid out on screen** and select **Only the selected frame** from the drop-down list. Be sure the last entry is **Shrink to Fit**. You will now see the entire transcript page width. Click the printer icon at the left to print the transcript.

#### IE6

IE6 doesn't have the Shrink to Fit feature. There are three alternatives

1. You may want to upgrade to IE7, available from:  
<http://www.microsoft.com/windows/downloads/ie/getitnow.mspx>

Users should get assistance from their department computing consultant for this.

2. Select **Print** and change the page layout to Landscape before actually printing the transcript
3. Open a blank Microsoft Word document.

Switch back to IE and click **Edit > Select All** (or just key ctrl-A).

Click **Edit > Copy** (or key ctrl-C).

Switch to Word and Click **Edit > Paste** (or key ctrl-V).

Then print the Word document.

**Note:** the listing will be compressed to the left because of the default font and tab settings.)

